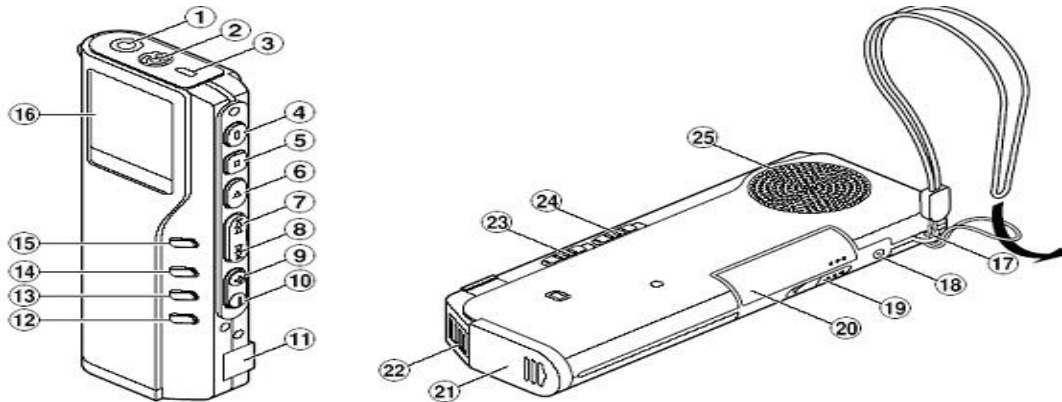


DIGITAL VOICE RECORDER GUIDE



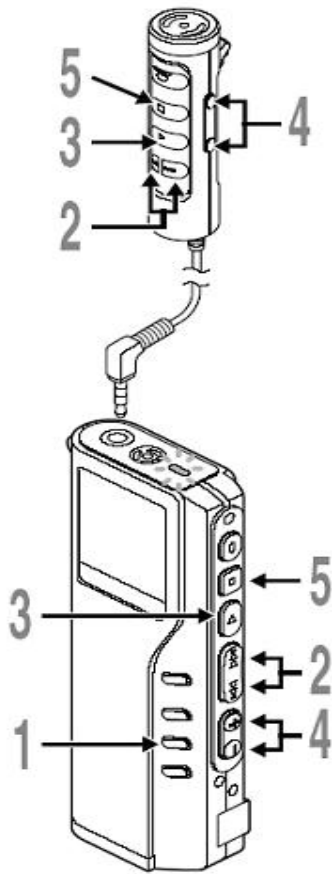
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|-------------------------------|--------------------------|-----------------------------|
| 1. MIC jack | 11. PC (USB) terminal | 21. Battery cover |
| 2. Built-in MIC | 12. ERASE button | 22. Cradle attachment point |
| 3. Record/Play indicator lamp | 13. FOLDER/REPEAT button | 23. MIC sensitivity switch |
| 4. REC button | 14. INDEX button | 24. HOLD switch |
| 5. STOP button | 15. DISPLAY/MENU button | 25. Built-in speaker |
| 6. PLAY button | 16. Display (LCD panel) | |
| 7. FF button | 17. Strap hole | |
| 8. REW button | 18. Power jack | |
| 9. VOL (+) button | 19. Card cover lock | |
| 10. VOL (-) button | 20. Card cover | |

RECORDING

The recorder provides five folders; A, B, C, D, and E for saving recordings and each recording is stored in Digital Speech Standard (DSS) file or a Windows Media Audio (WMA) file format. These five folders can be selectively used to distinguish the kind of recording; for example, Folder A might be used to store private information, while Folder B might be dedicated to holding business information. Up to 199 messages can be recorded per folder.

1. Press the FOLDER button to choose a folder. The folder name is displayed as well as total number of recorded files in the folder and the current file number.
2. Press the REC button to start recording. The record/play indicator lamp glows red. Aim the microphone at the sound source. When using the remote controller microphone for recording, the indicator lamp and internal microphone of the recorder are switched off.
3. Press the STOP button to stop recording.

PLAYBACK



1 Press the FOLDER button to choose folder.

2 Press the FF or REW button to choose the file that you want to play.

If you keep pressing the FF or REW button in stop mode, the recorder continuously skips to the beginnings of files.

3 Press the PLAY button to start playback.

The record/play indicator lamp glows green.

(a) Current playback time

(b) Total recording time of the file being played

4 Press the VOL (+) or VOL (-) button to select the proper sound volume.

The display shows the volume level. You can choose between 0 to 30.

5 Press the STOP button at any point you want to stop the playback.

Resume playback by pressing PLAY button again.

RETRIEVAL

Retrieving or accessing the data stored on the recorder is a simple several step process that involves connecting the recorder to a computer via a USB Cable and then accessing the recorder memory as if it were a simple file folder.

1. Ensure the recorder is turned using the DISPLAY/MENU button and connect the recorder to a computer with the provided USB cable. (Be sure to seat the USB cable securely both in the recorder and the computer USB connector.)

2. Open My Computer either by clicking the My Computer desktop icon or by accessing the My Computer icon through the Start Menu. (Note that a Removable Drive icon is present in the My Computer Window before proceeding to the next step.)

3. Double click the Removable Drive icon to access the memory card inside the recorder. You should notice there are various folders including A, B, C, D, E, and DCIM. You can browse these folders for your recordings or simply navigate to the folder you saved your recordings to in the Recording step of this guide.